

Minutes of the Regular Meeting of the Board of Library Trustees

February 5, 2007

TRUSTEES PRESENT: Chair Allen Lo, Jack Spillane, Sandra Rich, Omar Ahmad, Robert Byrd

EXCUSED ABSENCE: None

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** Jack Alotto, Executive Director of Library Foundation and Friends

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Lo called the meeting of the Board of Library Trustees to order at 7:05 p.m.

II. MINUTES OF OCTOBER 2, 2006 AND DECEMBER 4, 2006 MEETINGS

Chair Lo asked the board for comments or corrections regarding the minutes for the October 2, 2006 and December 4, 2006 meetings. Trustee Rich made a motion to approve the October 2, 2006 minutes as written, with a second from Trustee Ahmad. The October 2, 2006 minutes were approved as written by a unanimous vote. Chair Lo then asked for comments or corrections to the minutes for the December 4, 2006 meeting. Trustee Spillane made a motion to approve the December 4, 2006 minutes as written, with a second from Trustee Byrd. The December 4, 2006 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

None

IV. GIFTS

None

V. PUBLIC PRESENTATIONS

A. Library Foundation and Friends

Mr. Jack Alotto, Executive Director of the Library Foundation, presented a summary of recent Foundation grants for library programs:

- . Bookletters annual software renewal: \$1,575
- . Program planning for "The Author Speaks" author Jim Trelease - \$1,410
- . Two parent education speakers for Youth & Extension Services - \$500

- . Publication of "In Our Own Words" books for the Mission Library adult literacy program - \$4,113.
- . Local History book purchases: \$150
- . Estimated donations from individuals over the last 60 days: \$16,000
- . Estimated restricted donations: \$2,000 to Youth & Extension Services; \$1,200 to Local History; \$2,100 to literacy programming
- . Kaiser-Permanente grant for the Health & Wellness collection: \$35,000
- . Foundation goal for grants and donations: \$4,000/month
- . A donated encyclopedia was given to St. Lawrence School
- . 1,000 books were sent to schools in Pakistan.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Operating Budget Submittal

The City Librarian stated that the City Manager met with department heads and provided written guidelines for preparing the 2007-08 budget. The economy is showing improvement and there is a healthy business climate; however, the City is continuing to hold the line on expenditures for another year. Replacing reserves is a high priority; the City was able to replace some reserves at the end of the last fiscal year and will try to do so again in FY 2007-08. There will be no new programs. The 34 City positions that are currently frozen will remain frozen; the frozen position at the library is the Collections Management Division. Ongoing operating costs of new and existing City facilities such as the Library, Police Department, and the new Senior Center will be watched closely.

The City Librarian stated that the Library's proposed operating budget submittal includes no new position requests. The as-needed budget will increase slightly, but that will just cover a cost of living adjustment. The library will continue to supplement the book budget with State funds. The City Librarian stated that she would discuss the proposed budget submittal again at the next Board meeting.

Trustee Spillane asked if reinstating the Library's reduced hours would affect our Hennen's ranking. The City Librarian stated that the data used for Hennen's ranking were a year or two behind, so the next ranking may take into account the reduced hours, which would possibly lower our rating. Restoring hours would help our rating in future years.

B. Fines and Fees Submittal

The City Librarian stated that the Library Fines and Fees submittal is the same as last year. Trustee Rich asked if the two-hour minimum rental for the community rooms had affected room reservations. Hillary Brookshire, who is responsible for booking Library community rooms, said the change had not affected the number of room reservations.

The City Librarian stated that Library staff generally planned and booked their events well in advance, but that outside groups and City departments were also booking community rooms far enough in advance that it occasionally affected staff's ability to book rooms for library programs. Scheduling an unplanned guest speaker who is suddenly available is not always

possible until a much later date. A possible solution might be to designate one community room for Library programs only, and one room for public programs. Other community rooms are available through the Parks & Recreation Department. Any change in meeting room policy will be reviewed by the Board of Library Trustees.

Trustee Byrd asked about the opening of the Library's Art Gallery and if a fee would be charged and included in the Fines and Fees. The City Librarian stated that the City Manager's message of no new programs may mean a delay for the Art Gallery if it is considered a new program. Any increase in fees would need to be discussed at the budget review meeting.

Trustee Ahmad made a motion to approve the Library Fines and Fees for the 2007-08 budget with the exception of an Art Gallery fee, if approved. Trustee Spillane seconded the motion. The motion passed with a unanimous vote.

C. Board of Library Trustees Conference and Travel Budget

The City Librarian stated that an amount of money is set aside for Board of Library Trustees conference and travel. The amount for 2007-08 will be the same as 2006-07, which is \$500.00. Trustee Ahmad made a motion to approve setting aside \$500.00 for Board of Library Trustees Conference and Travel with a second from Trustee Spillane. The motion passed with a unanimous vote.

VIII. CITY LIBRARIAN'S REPORT

A. Monthly Report

The City Librarian reviewed the Library Monthly Report for December 2006. Patron registrations were down, but this figure was probably affected by the recent removal of cardholders who have not had any activity on their card for two years.

Circulation was down slightly, affected by the re-opening of renovated branches in San Jose and increased hours at the Cupertino library.

B. Activities

The Youth and Extension Services Division presented several parenting programs that were well attended, such as "Healing the Hurt of Separation".

On Friday, February 2nd, the Library's automated catalog system went down, affecting circulation and Internet connectivity.

The City Librarian stated that the library will host the following events:

- . This year's PLA spring symposium will be held in San Jose. There will be three busloads of attendees touring the Library on March 1st.
- . A local history program will be presented February 20th at 7:00 p.m. in the Cedar Room, "Early Cupertino History", presented by Mary Lou Lyon, author of several Images of America books.

- . On March 7th, authors David and Diane Mariant will discuss their book, “Surviving Bipolar’s Fatal Grip”.
- . A public library directors’ symposium will be held by Innovative Interfaces in Oakland on February 12, 13, and 14. Library directors will hear highlights of Innovative’s new products and presentations from other libraries on how they implemented the new modules.

C. Personnel

The City Librarian stated that as a result of the retirement of one 0.75 FTE employee and the reduction in hours of another 1.0 FTE employee to 0.5 FTE, the 1.25 FTE available hours were made available to current part-time Library Assistants to assume additional hours.

The recruitment for the Literacy Advocate position is nearing completion. The first recruitment did not result in successful candidates, but the second recruitment produced several. Human Resources is doing the final processing.

X. MATTERS OF TRUSTEE INTEREST

Trustee Rich described her visit to the Seattle Library. She passed around a stack of brochures for Board members to review. She was very impressed with the striking and modern downtown building with its bold colors and high-tech environment. She said that the public rules of conduct were displayed prominently in many places in bright yellow. She liked the library’s different sections, with announcements of gardening clubs displayed in the gardening section, and posters of coming events in the theater books section.

Trustee Spillane brought a copy of Mary Hanel’s CLA Conference report and asked if Library staff were keeping up-to-date on what technology young people are using in libraries and if some of the programs would be suitable for our library. The City Librarian stated that a library staff committee was reviewing social networking software such as My Space. Several SVLS libraries have implemented My Space software. The Santa Clara Library works with the City’s IT Department to determine what might be appropriate for our library. The Library technology staff attend off-site meetings and seminars on the newest software offerings.

Chair Lo said that he noticed that the self-serve “Holds” shelves were not being used yet. The City Librarian stated that there was one final glitch that was being worked out with a library vendor. The Holds shelves should be up and running soon.

X. CALENDAR

- . Monday, February 19, 2007, President’s Day Holiday – Library Closed
- . Monday, March 5, 2007, Board of Library Trustees Meeting, 7:00 p.m., Library Board Room.

XI. ADJOURNMENT

There being no further business, Chair Lo adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Jack Spillane
Secretary to the Library Board of Trustees

KKS:JS:HB:hb